

TUNXIS COMMUNITY COLLEGE

POSITION: **Director of Admissions - Revised**
Full time CCP- 19 (12 month, Tenure-Track Position)

ANTICIPATED
STARTING DATE: September 2014

MINIMUM QUALIFICATIONS:

A minimum of a Master's degree in an appropriate field in addition to closely related experience in higher education from two to five years is required; five to seven years strongly preferred. Supervisory experience is preferred. In addition, applicants are required to have significant understanding of undergraduate academic enrollment requirements; demonstrated knowledge and competence in marketing and recruitment in academic environments; demonstrated competence in advising students; and strong automated data technology literacy (familiarity with Banner strongly preferred).

RESPONSIBILITIES:

The Director of Admission manages a comprehensive system of student records and full range of student recruitment, admissions and enrollment services for a two-year Connecticut Community College which has open enrollment and which offers degree and certificate programs in a broad range of liberal arts, transfer, occupational and career studies. The position's efforts are directed principally toward attracting and enrolling appropriately qualified and diverse students to meet the College's enrollment requirements and to contribute to meeting the education needs of the communities and target populations the College serves.

The Director is accountable for achieving the College's enrollment requirements through effective performance in these essential functional areas: student recruitment and marketing; admissions management; administration; international student admissions and management.

The Director of Admissions is required to have extensive collaborative and cooperative relationships with a wide array of executive, academic, professional and administrative people within the College and, in the external environment, to have critically important contacts and relationships with school administrators, counselors and students and with key members of community organizations. The Director is expected to collaborate with academic and student services departments to contribute to the retention of students.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

MINIMUM SALARY: \$66,426 plus excellent state benefits package

**APPLICATION
PROCEDURE:**

Submit a detailed letter of interest which directly addresses how your experience aligns with the qualifications outlined above, current resume and the names and contact details of three professional references to:

Tunxis Community College
Human Resources Department
Reference: Director of Admissions
271 Scott Swamp Road
Farmington, CT 06032-3187

Mailed applications only - No electronic applications please.
Official copies of all transcripts and professional credentials will be required of all finalists.

APPLICATION

DEADLINE: Application materials must be postmarked on or before July 21, 2014.

All candidates interviewed will be required to complete the unclassified Board application form (<http://www.tunxis.edu/human-resources/>)

Tunxis Community College is an Affirmative Action/Equal Opportunity Employer, M/F.
Protected group members are strongly encouraged to apply.

Tunxis Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information, or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Dr. Kirk Peters, Title IX/504 Coordinator, kpeters@tunxis.edu (860) 255-3560 and Pamela Kowar-Calder, ADA Coordinator, pkowar-calder@tunxis.edu, (860) 255-3603, Tunxis Community College, 271 Scott Swamp Road, Farmington, CT 06032.